

SPECIAL PLAN COMMISSION MEETING MINUTES
THURSDAY, SEPTEMBER 1, 2016
Sister Bay-Liberty Grove Fire Station -2258 Mill Road

The September 1, 2016 special meeting of the Plan Commission was called to order by Chairperson Dave Lienau at 5:34 P.M.

Present: Chairperson Lienau and members Scott Baker, Nate Bell, Don Howard, Marge Grutzmacher, and Mary Kay Shumway. Shane Solomon arrived at 6:02 P.M.

Staff Members: Village Administrator Zeke Jackson and Assistant Administrator Janal Suppanz

Others: Ron Kane, Ron and Barbara Sense, Bill Becker, Chris Schmeltz and Jim Lundstrom.

As to the minutes for the August 23, 2016 meeting of the Plan Commission:

A motion was made by Baker seconded by Grutzmacher that the minutes for the August 23, 2016 meeting of the Plan Commission be approved as presented. Motion carried with Shumway abstaining.

Business Items:

Item No. 3. Discussion regarding an amendment to the Preliminary Plat for the Sister Bay Market Place PUD, (a/k/a "The Braun Property"); Consider an appropriate motion for action:

Item No. 4. Discussion regarding the preliminary architectural and site plans which were submitted by JACO Management for Lot 8 of the Braun Development; Consider a motion to take appropriate action:

After a number of meetings a Preliminary Plat for the Sister Bay Market Place PUD, (a/k/a "The Braun Property"), was approved by the Village Board. Originally there was a 30' utility easement on Lot 7. After having conversations with potential developers Jackson has recommended that the Preliminary Plat be amended in such fashion that Lots 2 and 3 are reconfigured. He also is recommending that Lot 8 be shifted east. Lot 8 will then occupy the area where the utility easement was originally, and Lot 7, which will have been reconfigured and shifted west, will contain the relocated utility easement.

A motion was made by Howard, seconded by Baker that the Plan Commission approves the amendment to the Preliminary Plat for the Sister Bay Market Place PUD, (a/k/a "The Braun Property"), which was reviewed at this meeting as presented. Motion carried - All ayes.

Preliminary architectural and site plans which were submitted by JACO Management for a building to be constructed on Lot 8 of the Sister Bay Market Place Property were included in the meeting packets and the Commission members jointly reviewed those documents. Chris Schmeltz was present and noted that the building he would like to construct is a story and a half in size and will also have a basement seating area. The proposed building will house an upscale restaurant, and "Smart Siding" which resembles wood will be utilized. There will be a 6' setback from the back of the Mill Road sidewalk.

Jackson noted that Schmeltz informed him that he will be applying for a 300 seat liquor license. He also noted that all the people who have submitted Offers To Purchase for lots in

1 Sister Bay Market Place thus far have seen the previously mentioned plans and didn't
2 express any objections to them.

3
4 *It was the consensus that some Door County stone, (approximately 36" high sections), should be*
5 *utilized on the bottom portion of the building, and that awnings and decorative trim or "gingerbread"*
6 *(moldings/trim) shall be added. Schmeltz presented a photo of the front façade of "The Tortoise Club"*
7 *in Chicago, and the Commission members indicated that they would like to see the front façade of the*
8 *proposed building resemble that structure. They also indicated that the glass panels on the upper level*
9 *of the building were acceptable, but they would like the railing and support structure to have some*
10 *architectural cohesion with the rest of the building.*

11
12 *Schmeltz was instructed to see that revised plans which incorporate all of the previously mentioned*
13 *architectural features are prepared and presented to Jackson so that they can be considered at a future*
14 *meeting of the Plan Commission.*

15
16 **Item No. 1. Discussion regarding architectural plans for the Stony Ridge Development**
17 **Expansion project; Consider a motion to approve or amend presented plans:**

18 Architectural plans for the three eight unit apartment buildings to be constructed in the
19 Stony Ridge Expansion project were presented to the Commission members by Keith Garot,
20 and they jointly reviewed those documents. Garot presented siding, trim and shingle
21 samples, and pointed out that he would like to utilize Georgia Pacific "Shadow" vinyl siding,
22 "Weatherwood" shingles, and simulated Door County stone on the apartment buildings. The
23 accent colors will be pewter and the trim will be white.

24
25 Shumway expressed concerns about aesthetics on STH 57, and Jackson noted that at some
26 point a Landscaping Plan for the buildings must be approved by the Plan Commission.
27 Before Garot can receive any Occupancy Permits all required landscaping must be
28 completed.

29
30 *A motion was made by Baker, seconded by Bell that the architectural plans for the three eight unit*
31 *apartment buildings to be constructed in the Stony Ridge Expansion Project which were reviewed at*
32 *this meeting are approved as presented. Motion carried – All ayes.*

33
34 **Item No. 2. Discussion regarding a recommendation from the Parks Committee to**
35 **reconsider the "goat finial" option for the Village's Wayfinding Signage Project; Consider**
36 **a motion to confirm the Parks Committee's recommendation and forward it on to the**
37 **Village Board for final approval:**

38 The Parks Committee has recommended that Village officials reconsider the "goat finial"
39 option for the Village's Wayfinding Signage, and a drawing depicting the preferred finial
40 was included in the meeting packets.

41
42 *A motion was made by Howard, seconded by Grutzmacher that the Plan Commission recommends*
43 *that the Village Board accept the recommendation of the Parks Committee and reconsider the "goat*
44 *finial" option for the Village's new wayfinding signage. If the Board agrees to reconsider the finial*
45 *option, the Plan Commission is recommending that the employees from Living Labs be instructed to*
46 *amend the wayfinding signage plans in such fashion that the goat finial depicted on the drawing*
47 *which was included in the meeting packets is utilized. Motion carried with Shumway opposed.*

48 **Item No. 5. Report by the Zoning Administrator regarding development activities, various**
49 **enforcement actions, and issuance of Sign and Zoning Permits:**

1 Jackson gave the following oral report:

- 2 • Top soil has finally been placed on the sledding hill and the Maintenance Department
- 3 employees are working on seeding it at this time.
- 4 • State approvals have now been received for the Harbor View Project.
- 5 • The Stony Ridge Expansion Project is well underway and blasting is complete. Based
- 6 upon communications he had with a number of residents of the Stony Ridge Condo
- 7 Association a Zoning Compliance Notification Letter was issued to Keith Garot for
- 8 not completing a small amount of landscaping. Concerns were also raised that a
- 9 private road was being used by construction vehicles. Keith Garot has contacted him
- 10 and is working on the required landscaping.
- 11 • The Wayfinding Signage plans were formally approved by State officials. If the
- 12 Village Board approves of the revised "goat finial" it may be necessary to resubmit
- 13 the revised plans.
- 14 • Thanks to Senator Lasee and Representative Kitchens the waivers necessary to seek
- 15 D.O.A. approval of the Sister Bay Market Place plans have been received.
- 16 Engineering work is underway and Village officials will need to act aggressively by
- 17 conducting special meetings and establishing construction deadlines.
- 18 • An enforcement letter was recently mailed to the owners of The Wild Tomato. Wood
- 19 is sometime unloaded on Post Office Lane, which is a public roadway. This created a
- 20 number of problems, and the owners of the Wild Tomato have now agreed to abide
- 21 by restrictive delivery time limits. Jackson requested that the owners of The Wild
- 22 Tomato construct a fence on their property to provide screening and they did that,
- 23 but the fence was not constructed in the proper location. This issue will be referred to
- 24 the Parks Committee.

25
26 **Item No. 3. Matters to be placed on a future agenda or referred to a committee, official or**
27 **employee:**

28 *The next meeting of the Plan Commission will be conducted at 8:00 P.M. on Tuesday, September 27,*
29 *2016. There were no referrals to committees, officials or employees or recommendations for future*
30 *agenda items.*

31
32 **Adjournment:**

33 *A motion was made by Grutzmacher, seconded by Solomon to adjourn the September 1, 2016 meeting*
34 *of the Plan Commission at 7:11 P.M. Motion carried – All ayes.*

35
36 Respectfully submitted,

37 

38 Janal Suppanz,
39 Assistant Administrator